

## IMPORTING A TEXT FILE INTO EXCEL

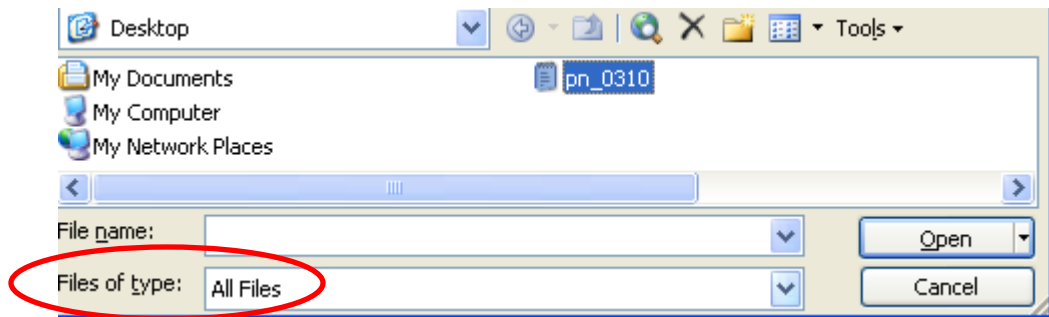
### “UNZIPPING” THE DOWNLOADED FOLDER

- The data you have received has been provided to you via a zipped file.
- To “unzip” the file, you will need a free program such as PKZIP or WinZip. This software may have come standard with your computer (double-clicking on the zipped file will open the file). If the software is not on your computer, you can download it for free from the internet.
- To unzip a file, double-click on the zipped file, then choose where to extract the folder (you may want to extract it to your desktop). Or, follow the instructions provided with the zip/unzip software.

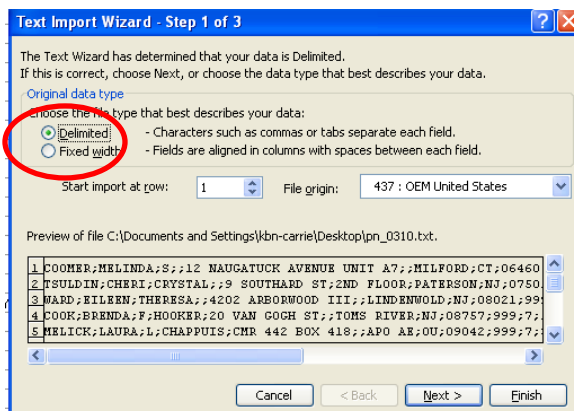
### IMPORTING THE TEXT FILE INTO EXCEL

NOTE: Excel has been chosen as the method for importing the data due to its popularity. However, other programs may be used. Once the data has been imported into Excel, it can be used in many popular mail merge programs (such as Microsoft Word mail merge).

- Launch Excel.
- Select **File** from the top of the screen, then **Open...**
- Select the text file that you extracted (the file ends in “.txt”)
  - You may need to go to the **Files of type:** area at the bottom and choose **All Files** in order to be able to see the text file.

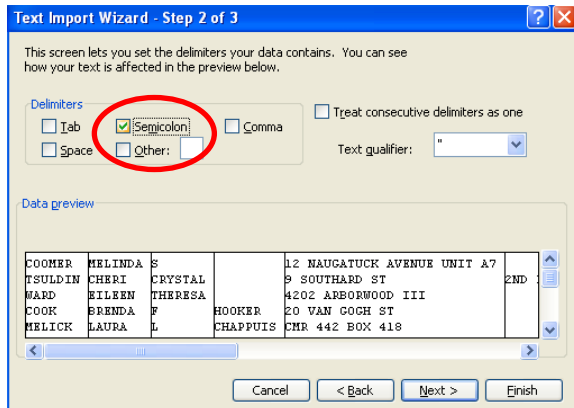


- Hit **Open**. The Text Import Wizard screen appears.
- Choose the radio button titled **Delimited**. Leave everything else at the default setting. Hit **Next >**.



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- Uncheck all radio boxes except **Semicolon**. Leave everything else at the default setting. Hit **Next >**.



This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

☐ Tab ☒ Semicolon ☐ Comma ☐ Treat consecutive delimiters as one

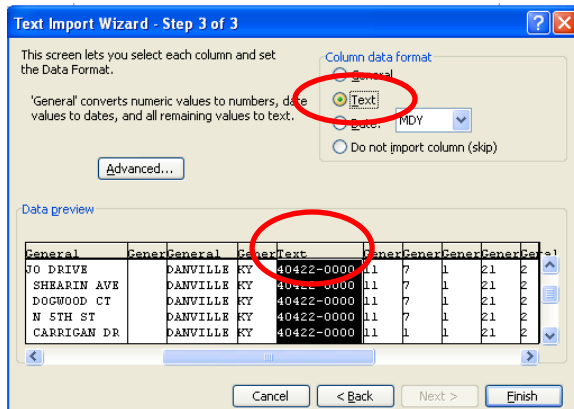
☐ Space ☐ Other:  Text qualifier: "

**Data preview**

COOMER	MELINDA	S		12 NAUGATUCK AVENUE UNIT A7	
TSULDIN	CHERI	CRYSTAL		9 SOUTHARD ST	2ND
WARD	EILEEN	THERESA		4202 ARBORWOOD III	
COOK	BRENDA	F	HOOVER	20 VAN GOGH ST	
HELICK	LAURA	L	CHAPPUIS	CHR 442 BOX 418	

Cancel < Back Next > Finish

- Using the scroll arrows, locate the column that appears to be the zip code. In the menu above the column, change this column to **Text**. Hit **Finish**.



This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

**Column data format**

☐ General ☒ Text ☐ Date (MM/DD) ☐ Do not import column (skip)

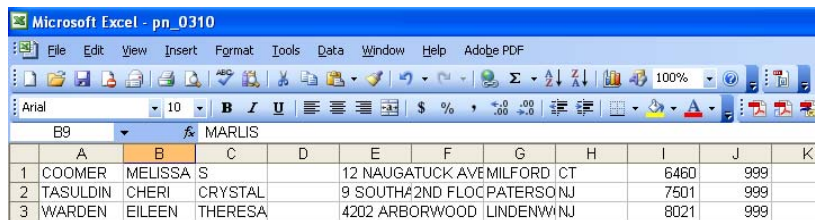
**Data preview**

General	General	General	Text	General	General	General	General
JO DRIVE	DANVILLE KY	40422-0000	11	7	1	21	2
SHEARIN AVE	DANVILLE KY	40422-0000	11	7	1	21	2
DOGWOOD CT	DANVILLE KY	40422-0000	11	7	1	21	2
N 5TH ST	DANVILLE KY	40422-0000	11	7	1	21	2
CARRIGAN DR	DANVILLE KY	40422-0000	11	1	1	21	2

Cancel < Back Next > Finish

- Save the file to your computer.

**NOTE:** You will need to use the "Layout" file(s) that came with your download in order to understand how to read the data in the columns.



Microsoft Excel - pn\_0310

File Edit View Insert Format Tools Data Window Help Adobe PDF

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	A	B	C	D	E	F	G	H	I	J	K
1	COOMER	MELISSA	S		12 NAUGATUCK AVE	MILFORD CT			6460	999	
2	TASULDIN	CHERI	CRYSTAL		9 SOUTHARD ST	FLORENCE NJ			7501	999	
3	WARDEN	EILEEN	THERESA		4202 ARBORWOOD	LINDEN NJ			8021	999	